



# Office of the City Clerk

Weekly Report – for Week Ending September 9, 2016

## OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

### Elections

The Department received \$10,700 from LACERS for the administration of a Special Election in June.

Staff began a random sampling of the signatures for the Building Moratorium; Restrictions on General Plan Amendments; Required Review of General Plan Initiative Ordinance Petition on September 7. Staff has 15 days to complete the process.

Staff secured five media partners for the 2017 Voter Education and Outreach program.

### Records Management

**Records Disposition** – A Records Disposition Schedule for City Council Offices as well as schedules for the Chief Legislative Analyst's Office were approved by the City Council this week (CF 15-0616-S3).

**Archives Activities** – Two photo use licenses were issued this week, one licensed an author from the UCSD and one to the USC School of Architecture. The City Archives also committed to a project with the USC School of Architecture to share data in a geo referencing software project that has the potential to enhance the searchability of our photo database.

### Systems

The Electronic Council Speaker Card has been customized to work with the 27" kiosk touch system. A demonstration will be presented to the Council President's office for final approval. The four kiosks will be installed inside and outside of Council Chambers.

The development of the Digital Vault application has been completed and currently going through the pilot testing phase. The application enables staff to upload archived Council file indexes, minutes, photographs, and video clips online. The public will be able to search and view contents online through the Records Center web portal 24/7.

### Administrative Services

**Fiscal** – Staff completed the City Clerk's June expense report to close out Fiscal Year 2016, the City Clerk's expense report for the month of August, reconciled the petty cash checking account for the month of August, submitted the Financial Status Report for the month of August, and replenished the petty cash checking account.

**Personnel** - Staff held nine new hire orientations and one exit orientation, prepared a salary report on a CD 10 employee at the request of Department of Child Support Services, working with CAO and various divisions on employment projections, working on the procurement of ergonomic equipment with Department of Disability and various departments, working in collaboration with the Systems Division on a new Electronic Blue Slip Submittal System, and working with City Clerk, Mayor and various Council Offices on Personnel matters.